Senior Research Coordinator
Tufts University

Job Title	Senior Research Coordinator
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Jan. 26, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Research Scientist/Associate
Academic Field(s)	Public Health/Biostatistics/Epidemiology Health Sciences - General
Job Website	https://jobs.tufts.edu/jobs/20099?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

This research coordinator position will the support the principal investigator on projects focused on understanding the implications of nonadherence to tuberculosis (TB) medications on outcomes for people living with TB globally. Most of the research coordinator's time will be spent working with a team of international researchers on a systematic review focused on elucidating the relationship between nonadherence to TB medications and outcomes for people with TB, including mortality, non-completion of treatment, and development of drug-resistance.

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What You'll Do

Under general supervision of Principal Investigator, the research coordinator will be responsible for coordinating routine activities for these research studies including data maintenance, data extraction from primary studies, scheduling meetings for the team, and managing routine communications. Tasks will include ensuring adherence to systematic review study protocols, and managing regulatory documents for TB adherence projects. The research coordinator will help generate research reports related to the review and may serve as project liaison to outside organizations collaborating on these projects.

- Independently executes tasks outlined in the systematic review study protocol, tracks changes to the protocol, and recommends modifications
- Extracts data from papers included in the study protocol, verified data extracted by others, and organizes data for presentation in manuscripts or presentations to funders
- Coordinates with study team members at other institutions to arrange meeting times, coordinates Zoom meeting links, and follows-up to ensure work is completed on time
- Helps to draft and coordinate study protocol forms, ethical review forms, and other forms for research projects and helps with submission of these forms
- Coordinates the data entry of surveys and other data into research database
- Identifies discrepancies and recommends changes to data fields
- Coordinates recruitment strategies and community outreach to increase participation in study
- Drafts brochures, posters and material for internet and social media
- Processes and tracks subject payments

What We're Looking For

Basic Requirements:

- Typically requires a Bachelor's degree and 2+ years’ experience in a clinical research setting.
- Relevant skills include prior knowledge of systematic review software, strong knowledge in use of Excel for data management, and good writing and communication skills.

Preferred Qualifications:

- MPH or MSc in a public health field is preferred.

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- Prior experience with conducting systematic reviews is preferred.
- Experience with Excel and strong writing skills are mandatory.
- Given that study interactions will take place with international teams, including teams in India, knowledge of Tamil or other Indian languages may be helpful though not mandatory.

Pay Range

Minimum $21.80, Midpoint $25.95, Maximum $30.10

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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